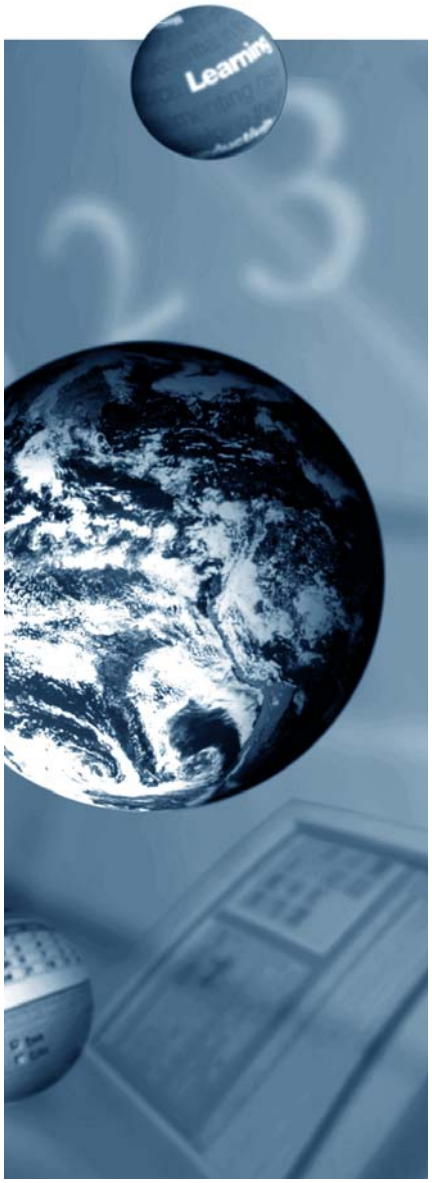

InfoClique

User Manual

Training and Education Services, IST Division

KALEIDA HEALTH

Notes

KALEIDA HEALTH

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Revision date: 10/19/2004

Summary

InfoClique is a web-based system designed to provide the medical staff of **Kaleida Health** and referring physicians a secure central access point for clinical information. This service is provided free in support of our patient care partners.

The InfoClique manual is designed to familiarize physicians and physician support staff to the features of the InfoClique.

Kaleida Health InfoClique - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address https://www.infoclique.com/ic/index.asp
Back Search Favorites History
infoclique
VERSION 5.0
User Name Password
Go
InfoClique is a web-based system designed to provide the medical staff of Kaleida Health and referring physicians a secure central access point for clinical information.
This service is provided free in support of our patient care partners. How do I get access to InfoClique? Complete the InfoClique Access Form and fax it back to 716.859.8676.
KALEIDA HEALTH
News and Updates
DVT Prophylaxis Order Sheet
*** Click HERE for Presentation ***
Fast Facts - Guideline for Prevention of Surgical Site Infections
*** Click HERE for information ***
New Inpatient MRI Order Form
(Effective 10/01/2004)
- Diverticulitis
- Pharmacy News - Drug Shortage Notices, etc.
- Please review the Kaleida Labs Gram Stain Policy
InfoClique Support Links
Kaleida Forms
InfoClique Access Form - PDF
InfoClique Fact Sheet - PDF
Kaleida's VPN Portal
Physician Training Manual - Word
Insurance View Training Manual - Word
Physician Training Class Schedule
InfoClique Demo Site
InfoClique Desktop Shortcut
Internet

Notes

KALEIDA HEALTH

What is InfoClique Physician?

InfoClique allows the medical staff of Kaleida Health and referring physicians to review clinical and demographic information on their patients Kaleida-wide. InfoClique is provided free in support of our patient care partners.

The Physician, Network Physician and Physician Support Staff View provides the following patient information in InfoClique:

- Demographic Information
- Patient History (patient movement, transfers, etc.)
- Dictated Reports
- Results
- Orders
- Medications
- Cumulative Lab Reports
- Surgery Scheduling

This information is displayed according to the patient/physician relationship (admitting, attending, referring or consulting).

To have access to InfoClique you must be connected to the Internet. It requires either Internet Explorer or Netscape and you do not need to install any additional software on your computer.

To obtain InfoClique access, complete the InfoClique registration form and fax to Kaleida Health (Information Systems & Technology – Security Department) at **859-8676**.

Once you have an InfoClique id/password, you can access InfoClique from the following secured Internet address https://www.InfoClique.com.

KALEIDA HEALTH

Notes

Accessing InfoClique from within the Kaleida network

Once you have an assigned User Name and Password, you will be able to access InfoClique. InfoClique can be accessed directly from within the Kaleida network or from any Internet connected computer.

1. Double-click the **Internet Explorer** icon on your desktop.

2. If KaleidaScope is not displayed, type KaleidaScope in the address bar and press **Enter**.

   - To get to the InfoClique site quickly type the letters **ic** in the address bar and press **Enter**.

3. Click the **Applications** link at the top of the KaleidaScope window.

4. Enter your assigned **User Name** and **Password**, and then click the **Go** button.

5. After reading the security notice, click the **Accept** button.

6. If this is your first time signing in, you will be asked to change your password.

   Please refer to page 23 for further information regarding changing passwords.

7. Choose the **InfoClique - Physician** link from your list of applications.

Notes

Accessing InfoClique from any Internet connected computer

To access InfoClique from outside the Kaleida network:

1. Double-click the **Internet Explorer** icon on your desktop.
2. Type **https://www.infoclique.com** in the address bar and press **Enter**.
   - Please note that the "s" after http is required.
3. Enter your assigned **User Name** and **Password**, and then click the **Go** button.
4. After reading the security notice, click the **Accept** button.
   - An informational window may appear. Read the contents of the window and click the **close** button. The content of this window will change periodically.
5. If this is your first time signing in, you will be asked to change your password.
   - Please refer to page 23 for further information regarding changing passwords.
6. Choose the **InfoClique - Physician** link from your list of applications.

Related Patient Section

There are several ways that a physician can access patient information. The first is by using the **Related Patient Section** (circled below).

The Related Patient section allows you to generate a list of patient information. Patients will appear on your list if you are the attending, admitting, referring, or consulting physician for this encounter.

1. Select the physician and one of the following search parameters:

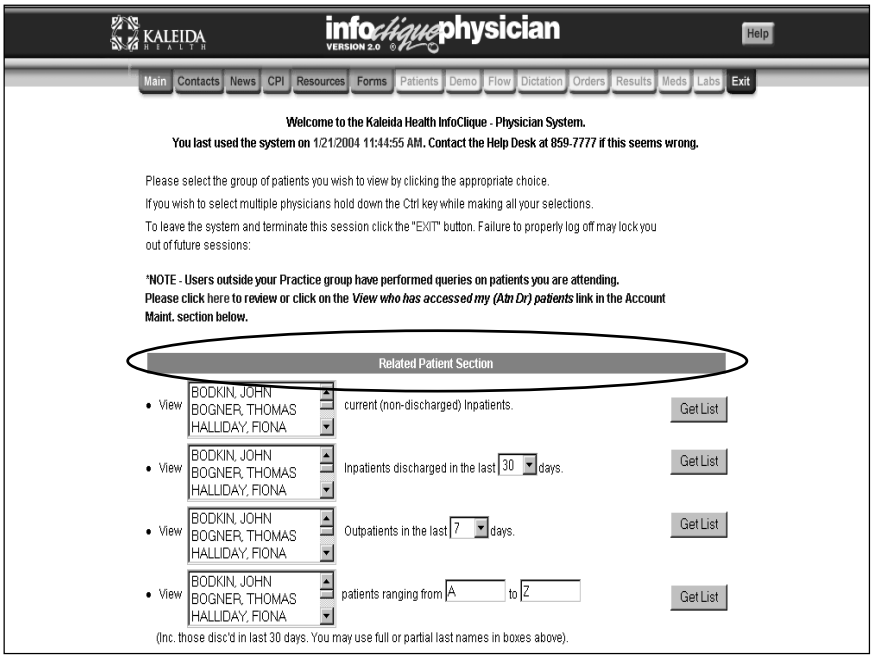
   Current (non-discharged) Inpatients – view displays Inpatient information on any patients for the physician or practice group that have not yet been discharged.

   Inpatient Discharged in the last 30 days –displays inpatients that were discharged within a specific date range.

   Outpatient in the last 7 days – displays outpatients within a specific date range.

   Patients ranging from A to Z – displays patients by name. Example to search for Doe, type Doe to Doe or type the beginning letter.

2. Click the **Get List** button.


KALEIDA HEALTH
infoClique physician
VERSION 2.0
Help
Main Contacts News CPI Resources Forms Patients Demo Flow Dictation Orders Results Meds Labs Exit
Welcome to the Kaleida Health InfoClique - Physician System.
You last used the system on 1/21/2004 11:44:55 AM. Contact the Help Desk at 859-7777 if this seems wrong.
Please select the group of patients you wish to view by clicking the appropriate choice.
If you wish to select multiple physicians hold down the Ctrl key while making all your selections.
To leave the system and terminate this session click the "EXIT" button. Failure to properly log off may lock you out of future sessions:
*NOTE - Users outside your Practice group have performed queries on patients you are attending.
Please click here to review or click on the View who has accessed my (Atn Dr) patients link in the Account Maint. section below.
Related Patient Section
View BODKIN, JOHN BOGNER, THOMAS HALLIDAY, FIONA current (non-discharged) Inpatients. Get List
View BODKIN, JOHN BOGNER, THOMAS HALLIDAY, FIONA Inpatients discharged in the last 30 days. Get List
View BODKIN, JOHN BOGNER, THOMAS HALLIDAY, FIONA Outpatients in the last 7 days. Get List
View BODKIN, JOHN BOGNER, THOMAS HALLIDAY, FIONA patients ranging from A to Z Get List
(Inc. those disc'd in last 30 days. You may use full or partial last names in boxes above).

Notes

KALEIDA HEALTH

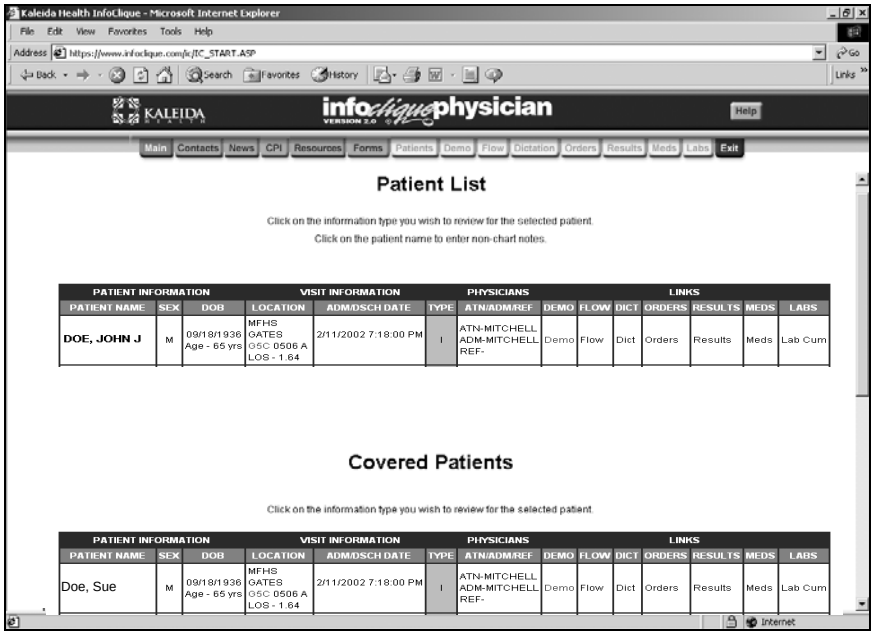
Viewing Patient Information

There are two lists that may display, the **Patient List** and **Covered Patients** list.

The **Patient List** contains patients the selected physician is attending, admitting, consulting or referring. The **Covered Patients** list contains patients the selected physician is temporarily covering for another physician.

1. Click a link to view specific information on a patient.

    - The patient's Demographic Information, Flow, Dictated Reports, Orders, Results, Medication and Labs will be available.

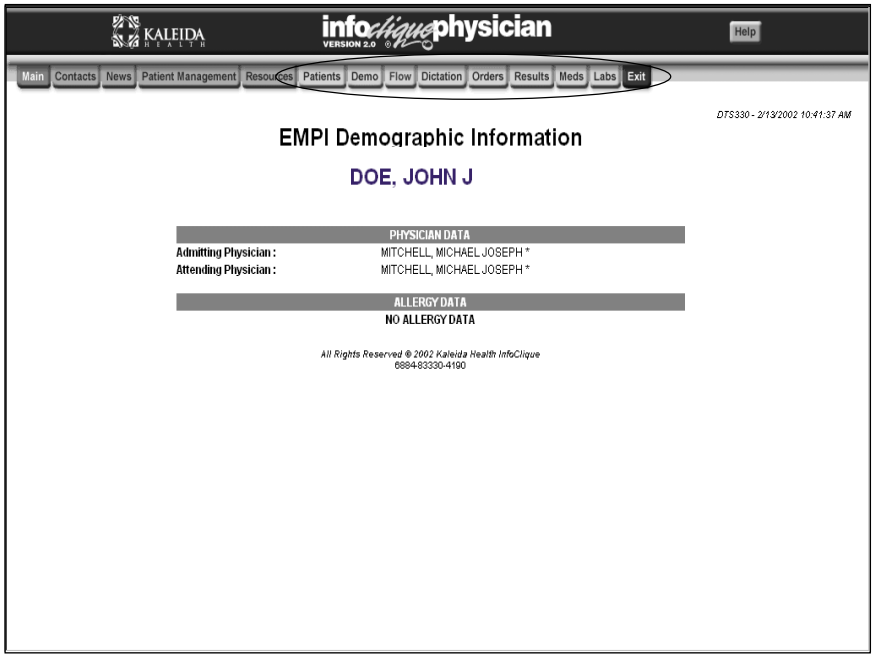

Kaleida Health InfoClique - Microsoft Internet Explorer
infocliquephysician
Main Contacts News CPI Resources Forms Patients Demo Flow Dictation Orders Results Meds Labs Exit
Patient List
Click on the information type you wish to review for the selected patient.
Click on the patient name to enter non-chart notes.
PATIENT INFORMATION VISIT INFORMATION PHYSICIANS LINKS
PATIENT NAME SEX DOB LOCATION ADM/DSCH DATE TYPE ATN/ADM/REF DEMO FLOW DICT ORDERS RESULTS MEDS LABS
DOE, JOHN J M 09/18/1936 Age - 65 yrs MFHS GATES G5C 0506 A LOS - 1.64 2/11/2002 7:18:00 PM I ATN-MITCHELL ADM-MITCHELL REF- Demo Flow Dict Orders Results Meds Lab Cum
Covered Patients
Click on the information type you wish to review for the selected patient.
PATIENT INFORMATION VISIT INFORMATION PHYSICIANS LINKS
PATIENT NAME SEX DOB LOCATION ADM/DSCH DATE TYPE ATN/ADM/REF DEMO FLOW DICT ORDERS RESULTS MEDS LABS
Doe, Sue M 09/18/1936 Age - 65 yrs MFHS GATES G5C 0506 A LOS - 1.64 2/11/2002 7:18:00 PM I ATN-MITCHELL ADM-MITCHELL REF- Demo Flow Dict Orders Results Meds Lab Cum

Viewing Demographic Information

The demographic information available includes: Name and Address Data, Visit Data, Emergency Contact Data, Guarantor Data, Insurance Data, Physician Data and Allergy Data.

1. Click on the **Demo** tab, in the links section.

   - The EMPI Demographic Information screen will display the patient's demographic information.



2. Scroll through the information using the scroll bar on the right.

3. To advance to other areas regarding this patient, click the appropriate tab at the top of the page.

   - To return to see other patients click the **Patients** tab at the top of the page as illustrated above.

Note: There is also a **VNA Referral** link at the bottom of the screen, which opens the Kaleida Health Home Care Referral form.

Notes

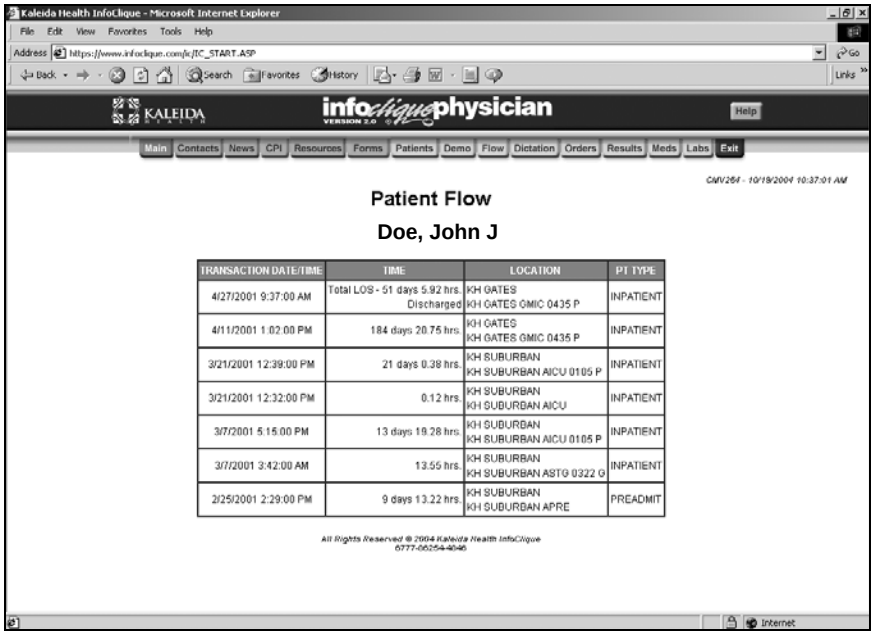
KALEIDA HEALTH

Viewing a Patient's Flow

The **Patient Flow** information includes any admission, transfer and discharge dates and times, as well as the patient's length of stay, current/previous room and patient type.

1. Click on the **Flow** tab.

   - The Patient Flow screen will display.



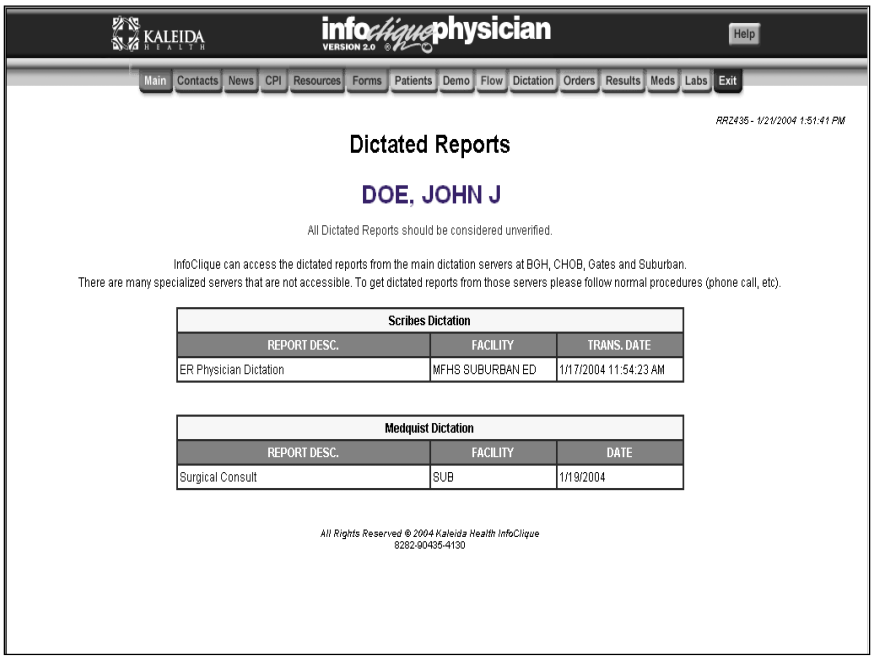
Viewing Dictated Reports

InfoClique can access the dictated reports from the main dictation servers at **Buffalo General, Children's, Millard Fillmore Gates and Suburban hospitals**.

All Dictated Reports should be considered unverified.

There are many specialized servers that are not accessible. To get dictated reports from those servers please follow normal procedures (phone call, etc).

1. Click on the **Dictation** tab.
   - The Dictated Reports screen will display.
2. Click the **blue link** that corresponds to the dictated report.


KALEIDA HEALTH
infoCliquephysician
VERSION 2.0
Help
Main Contacts News CPI Resources Forms Patients Demo Flow Dictation Orders Results Meds Labs Exit
RR2435 - 1/21/2004 1:51:41 PM
Dictated Reports
DOE, JOHN J
All Dictated Reports should be considered unverified.
InfoClique can access the dictated reports from the main dictation servers at BGH, CHOB, Gates and Suburban.
There are many specialized servers that are not accessible. To get dictated reports from those servers please follow normal procedures (phone call, etc).
Scribes Dictation
REPORT DESC. FACILITY TRANS. DATE
ER Physician Dictation MFHS SUBURBAN ED 1/17/2004 11:54:23 AM
Medquist Dictation
REPORT DESC. FACILITY DATE
Surgical Consult SUB 1/19/2004
All Rights Reserved © 2004 Kaleida Health InfoClique
8282-90435-4130

3. Use the scroll bar to view the entire report.
4. To print the dictated report, click the print button on the toolbar.
   - A report can also be printed by clicking on the **File** menu and selecting **Print**.

Notes

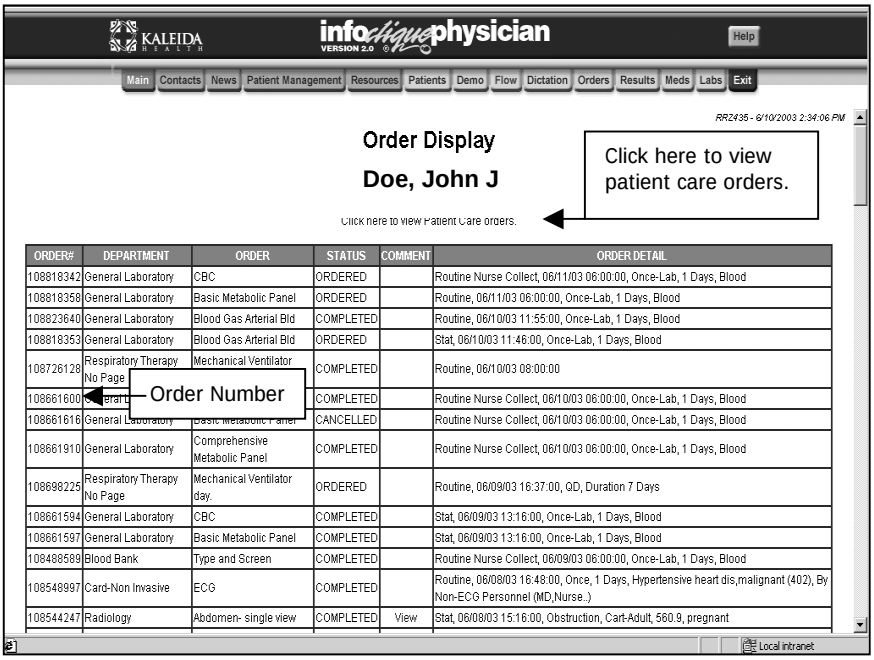
KALEIDA HEALTH

Viewing Orders

The Orders view provides information regarding all orders placed on a particular patient. You will be able to see the order number, department category for that order, order name, status of the order, comments, and details regarding that order.

1. Click on the **Orders** tab.

   - The Order Display screen will display.



ORDER#	DEPARTMENT	ORDER	STATUS	COMMENT	ORDER DETAIL
108818342	General Laboratory	CBC	ORDERED		Routine Nurse Collect, 06/11/03 06:00:00, Once-Lab, 1 Days, Blood
108818358	General Laboratory	Basic Metabolic Panel	ORDERED		Routine, 06/11/03 06:00:00, Once-Lab, 1 Days, Blood
108823640	General Laboratory	Blood Gas Arterial Bld	COMPLETED		Routine, 06/10/03 11:55:00, Once-Lab, 1 Days, Blood
108818353	General Laboratory	Blood Gas Arterial Bld	ORDERED		Stat, 06/10/03 11:46:00, Once-Lab, 1 Days, Blood
108726128	Respiratory Therapy No Page	Mechanical Ventilator	COMPLETED		Routine, 06/10/03 08:00:00
108661600	General Laboratory	[illegible]	COMPLETED		Routine Nurse Collect, 06/10/03 06:00:00, Once-Lab, 1 Days, Blood
108661616	General Laboratory	[illegible]	CANCELLED		Routine Nurse Collect, 06/10/03 06:00:00, Once-Lab, 1 Days, Blood
108661910	General Laboratory	Comprehensive Metabolic Panel	COMPLETED		Routine Nurse Collect, 06/10/03 06:00:00, Once-Lab, 1 Days, Blood
108698225	Respiratory Therapy No Page	Mechanical Ventilator day.	ORDERED		Routine, 06/09/03 16:37:00, QD, Duration 7 Days
108661594	General Laboratory	CBC	COMPLETED		Stat, 06/09/03 13:16:00, Once-Lab, 1 Days, Blood
108661597	General Laboratory	Basic Metabolic Panel	COMPLETED		Stat, 06/09/03 13:16:00, Once-Lab, 1 Days, Blood
108488589	Blood Bank	Type and Screen	COMPLETED		Routine Nurse Collect, 06/09/03 06:00:00, Once-Lab, 1 Days, Blood
108548997	Card-Non Invasive	ECG	COMPLETED		Routine, 06/08/03 16:48:00, Once, 1 Days, Hypertensive heart dis,malignant (402), By Non-ECG Personnel (MD,Nurse..)
108544247	Radiology	Abdomen- single view	COMPLETED	View	Stat, 06/08/03 15:16:00, Obstruction, Cart-Adult, 560.9, pregnant

2. To see the results of a completed order, click on the **Order Number**.

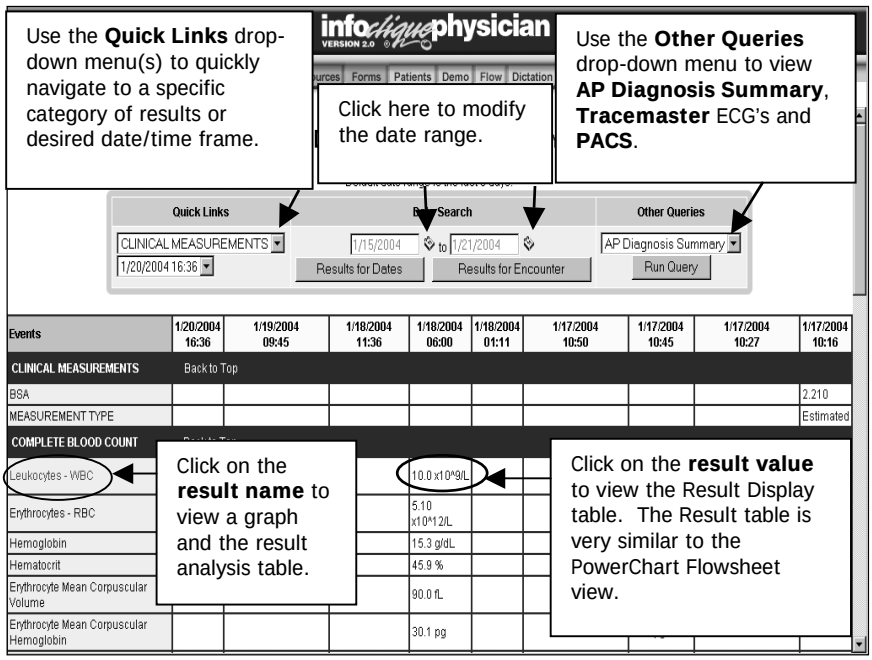
RESULT	COLLECT DATE/TIME	RESULT VALUE	UNITS	HIGH/LOW IND	LOW	HIGH
CBC With Differential Accession:0000111603112	4/27/2001 5:45:00 AM					
Leukocytes - WBC		17.7	10^3	High	4.8	10.8
Erythrocytes - RBC		2.93	10^6	Low	4.20	5.40
Hemoglobin		9.0	g/dL	Low	12.0	16.0
Hematocrit		27.7	%	Low	37.0	47.0
Erythrocyte Mean Corpuscular Volume		94.5	fL		84.0	99.0
Erythrocyte Mean Corpuscular Hemoglobin		30.8	pg		27.0	31.0
Erythrocyte Mean Corpuscular Hgb Conc		32.5	g/dL		32.0	36.0
Erythrocyte Size Distribution		19.4	%	High	12.0	15.0
Platelets		111.0	10^3	Low	150.0	450.0
Platelet Mean Volume		9.9	fL		7.4	10.4

3. Click the **Back** button on the toolbar to return to the Orders screen.

Viewing Results

1. Click on the **Results** tab, to see a list of the patient's results. By default, the Results screen displays patient results occurring within the **last 6 days**.

   - The Results screen will display.

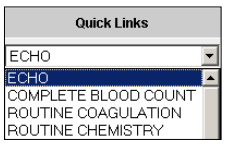

Use the **Quick Links** drop-down menu(s) to quickly navigate to a specific category of results or desired date/time frame.
Click here to modify the date range.
Use the **Other Queries** drop-down menu to view **AP Diagnosis Summary**, **Tracemaster** ECG's and **PACS**.
Quick Links
Other Queries
CLINICAL MEASUREMENTS
1/15/2004
1/21/2004
AP Diagnosis Summary
1/20/2004 16:36
Results for Dates
Results for Encounter
Run Query
Events
CLINICAL MEASUREMENTS
Back to Top
BSA
2.210
MEASUREMENT TYPE
Estimated
COMPLETE BLOOD COUNT
Leukocytes - WBC
10.0 x10^9/L
Erythrocytes - RBC
5.10 x10^12/L
Hemoglobin
15.3 g/dL
Hematocrit
45.9 %
Erythrocyte Mean Corpuscular Volume
90.0 fL
Erythrocyte Mean Corpuscular Hemoglobin
30.1 pg
Click on the **result name** to view a graph and the result analysis table.
Click on the **result value** to view the Result Display table. The Result table is very similar to the PowerChart Flowsheet view.

2. <u>If you would like to change the date range</u>, click on the calendar icons next to the date(s) and select a new date from the date selector. To view results for the new date range, click the **Results for Dates** button.

   - If the date range selected crosses encounters, all results from each encounter will display.

3. <u>If you would like to view all results for the selected patient encounter</u>, click on the **Results for Encounter** button.

4. Use the **Quick Links** drop-down menu to quickly navigate to the result category you are seeking.



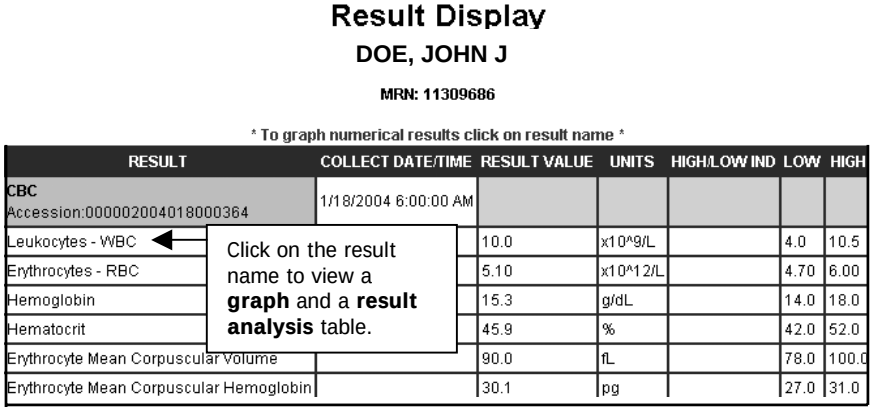
Notes

KALEIDA HEALTH

Viewing Results (Continued)

5. Click on the actual **result value** to view the **result display**.

6. Click on the **result name** from either of the two windows shown above to view a **graph** of the numeric discrete results.



Result Display

DOE, JOHN J

MRN: 11309686

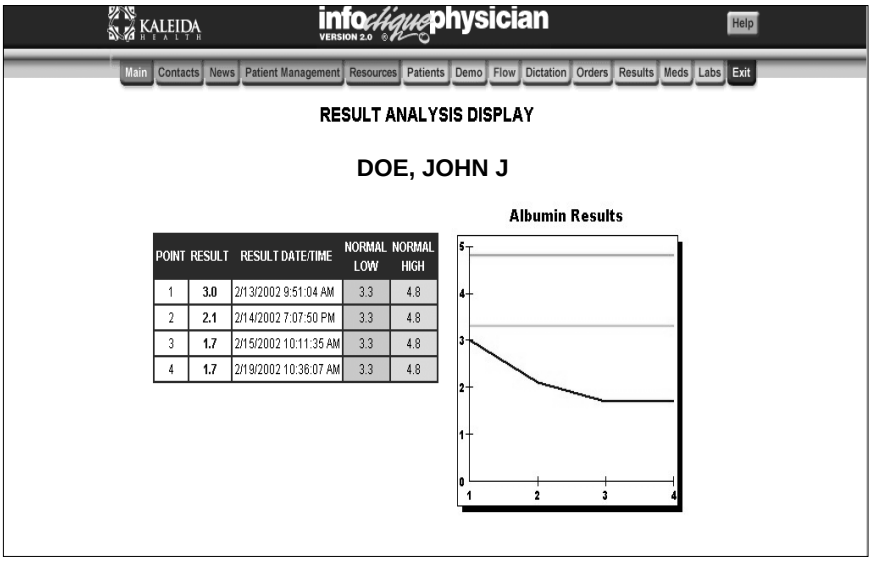
* To graph numerical results click on result name *

RESULT	COLLECT DATE/TIME	RESULT VALUE	UNITS	HIGH/LOW IND	LOW	HIGH
CBC Accession:000002004018000364	1/18/2004 6:00:00 AM					
Leukocytes - WBC		10.0	x10^9/L		4.0	10.5
Erythrocytes - RBC		5.10	x10^12/L		4.70	6.00
Hemoglobin		15.3	g/dL		14.0	18.0
Hematocrit		45.9	%		42.0	52.0
Erythrocyte Mean Corpuscular Volume		90.0	fL		78.0	100.0
Erythrocyte Mean Corpuscular Hemoglobin		30.1	pg		27.0	31.0

Click on the result name to view a **graph** and a **result analysis** table.

- After clicking on the result name, a graph of the **last 100 points** will be produced. This graph crosses encounters.

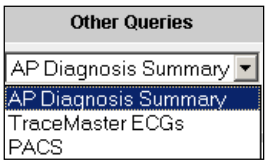
7. After viewing (or printing) the results, click on the **Results** tab again to view results for additional orders.



Viewing Results (Continued)

Other available queries include, **AP Diagnosis Summary, Tracemaster ECG's, and PACS**.

1. To access any of the additional queries, click on the drop-down menu under the **Other Queries** category and select the item you wish to view.



   - **AP Diagnosis Summary** – Displays a summary of AP Pathology reports. It does not reflect the full report. The **Results** tab would display the full report.

   - **TraceMaster ECGs** - Displays TraceMaster reports for the selected patient. The reports are currently only available for viewing on desktops within the **Kaleida Health** network.

   - **PACS** - The **GE Picture Archiving & Communication System (PACS)** allows radiology images to be transferred electronically throughout Kaleida Health sites. PACS installations at the following sites have been completed: Buffalo General, Women's & Children's Hospital, DeGraff Memorial, and Millard Fillmore Gates and Suburban.

   - Images from all modalities with the exception of mammography can be viewed on **PACS** monitors throughout the Imaging Department. The next phase of the implementation is to provide access to images and reports from the nursing units.

   - You must be connected to the Kaleida network to access PACS (dial-in, VPN or direct connect).

   Note: Only authorized personnel are able to view the images found in **PACS**; therefore it is necessary to complete a request access form and submit it to the Imaging Department. This form will display when you click on the **PACS** link in the **Other Queries** drop-down menu or in the **Resources** tab.

Notes

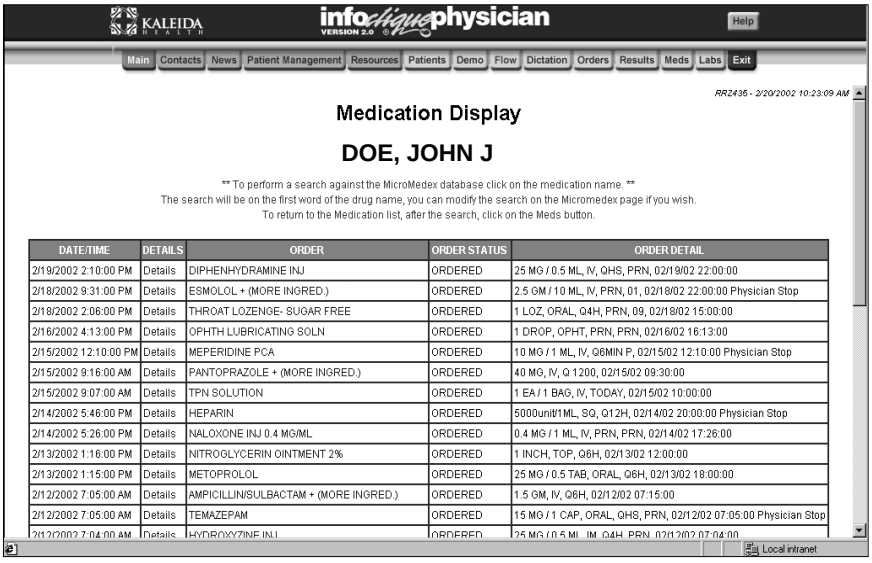
KALEIDA HEALTH

Viewing Medications

The **Medication** view shows a list of all ordered medications for the patient. You will see medications that the patient is currently receiving, as well as discontinued medications (shaded in gray).

1. Click on the **Meds** tab.

   - The Medication Display screen will display.


KALEIDA HEALTH
infoClique physician
VERSION 2.0
Help
Main Contacts News Patient Management Resources Patients Demo Flow Dictation Orders Results Meds Labs Exit
RR2435 - 2/20/2002 10:23:09 AM
Medication Display
DOE, JOHN J
** To perform a search against the MicroMedex database click on the medication name. **
The search will be on the first word of the drug name, you can modify the search on the Micromedex page if you wish.
To return to the Medication list, after the search, click on the Meds button.
DATE/TIME | DETAILS | ORDER | ORDER STATUS | ORDER DETAIL
2/19/2002 2:10:00 PM | Details | DIPHENHYDRAMINE INJ | ORDERED | 25 MG / 0.5 ML, IV, QHS, PRN, 02/19/02 22:00:00
2/18/2002 9:31:00 PM | Details | ESMOLOL + (MORE INGRED.) | ORDERED | 2.5 GM / 10 ML, IV, PRN, 01, 02/18/02 22:00:00 Physician Stop
2/18/2002 2:06:00 PM | Details | THROAT LOZENGE- SUGAR FREE | ORDERED | 1 LOZ, ORAL, Q4H, PRN, 09, 02/18/02 15:00:00
2/16/2002 4:13:00 PM | Details | OPHTH LUBRICATING SOLN | ORDERED | 1 DROP, OPHT, PRN, PRN, 02/16/02 16:13:00
2/15/2002 12:10:00 PM | Details | MEPERIDINE PCA | ORDERED | 10 MG / 1 ML, IV, Q6MIN P, 02/15/02 12:10:00 Physician Stop
2/15/2002 9:16:00 AM | Details | PANTOPRAZOLE + (MORE INGRED.) | ORDERED | 40 MG, IV, Q 1200, 02/15/02 09:30:00
2/15/2002 9:07:00 AM | Details | TPN SOLUTION | ORDERED | 1 EA / 1 BAG, IV, TODAY, 02/15/02 10:00:00
2/14/2002 5:46:00 PM | Details | HEPARIN | ORDERED | 5000unit/1ML, SQ, Q12H, 02/14/02 20:00:00 Physician Stop
2/14/2002 5:26:00 PM | Details | NALOXONE INJ 0.4 MG/ML | ORDERED | 0.4 MG / 1 ML, IV, PRN, PRN, 02/14/02 17:26:00
2/13/2002 1:16:00 PM | Details | NITROGLYCERIN OINTMENT 2% | ORDERED | 1 INCH, TOP, Q6H, 02/13/02 12:00:00
2/13/2002 1:15:00 PM | Details | METOPROLOL | ORDERED | 25 MG / 0.5 TAB, ORAL, Q6H, 02/13/02 18:00:00
2/12/2002 7:05:00 AM | Details | AMPICILLIN/SULBACTAM + (MORE INGRED.) | ORDERED | 1.5 GM, IV, Q6H, 02/12/02 07:15:00
2/12/2002 7:05:00 AM | Details | TEMAZEPAM | ORDERED | 15 MG / 1 CAP, ORAL, QHS, PRN, 02/12/02 07:05:00 Physician Stop
2/12/2002 7:04:00 AM | Details | HYDROXYZINE INJ | ORDERED | 25 MG / 0.5 ML, IM, Q4H, PRN, 02/12/02 07:04:00
Local intranet

2. To view details on a medication (i.e. dosage, frequency etc.), click on the **Details** link.

3. If within the Kaleida network, click on a medication name to perform a search against the **MicroMedex** database.

4. Click on the **Meds** tab in the **Links** section to return to the main medication display screen.

Viewing Visit List

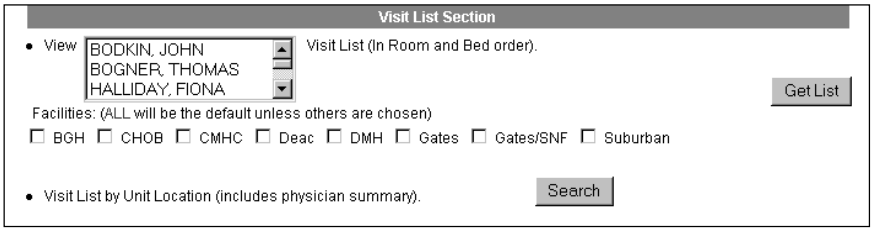
Click on the **Main** tab to return to the home page (green tab in the top left section of the screen) and scroll down until you see the Visit List Section.

The **Visit List Section** can be utilized to produce a rounds list by one or multiple facilities.

1. To view a list for all physicians in practice group, select **All** from the **View** list or select a particular physicians name.

2. Check off the facilities or leave check boxes blank to select All Kaleida facilities.

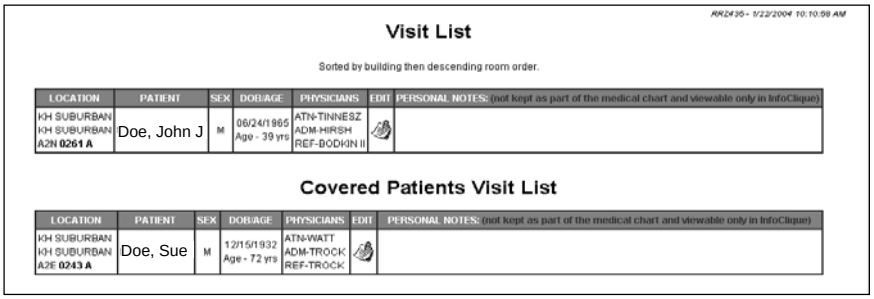
3. Click **Get List** button.


Visit List Section
View
BODKIN, JOHN
BOGNER, THOMAS
HALLIDAY, FIONA
Visit List (In Room and Bed order).
Get List
Facilities: (ALL will be the default unless others are chosen)
BGH CHOB CMHC Deac DMH Gates Gates/SNF Suburban
Visit List by Unit Location (includes physician summary).
Search

4. Click on the **Location** link (purple text) to obtain detailed information on the location (i.e.; phone numbers).

5. Click on the **Note** icon, under the **Edit** column, to take notes on a patient.

    - Notes are **not** kept as part of the medical chart and are viewable **only** in InfoClique.



Notes

KALEIDA HEALTH

Surgery Scheduling Section

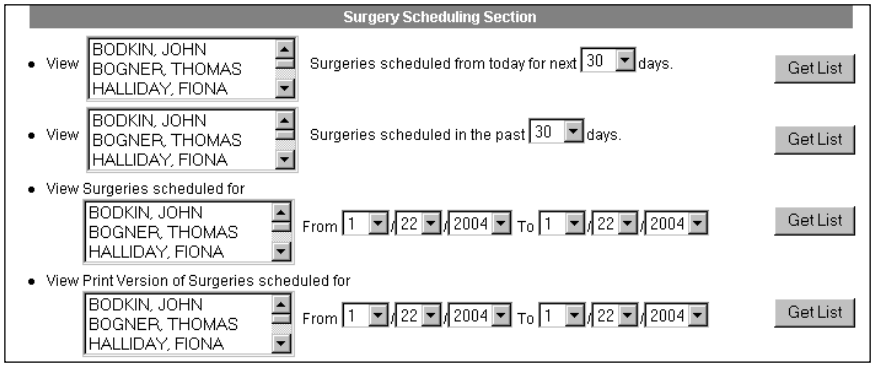
Click on the **Main** tab to return to the home page (green tab in the top left section of the screen) and scroll down until you see the **Surgery Scheduling Section.**

Utilize this section to view surgery schedules for the past, present, and future.

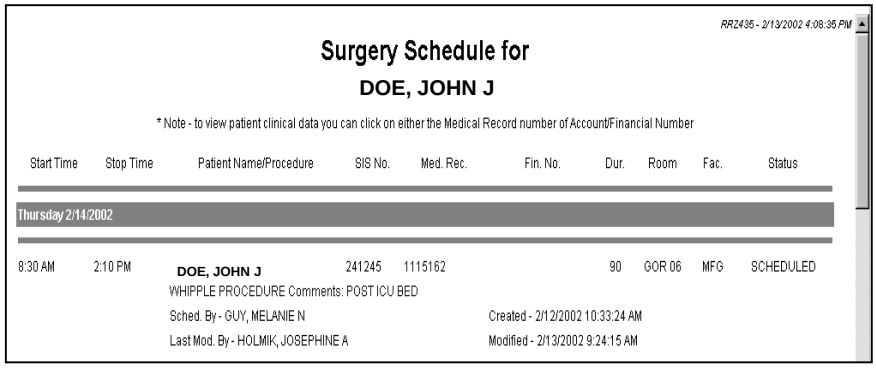
1. Choose the surgery list you wish to view and enter the date parameters.

   - The surgery schedule can be viewed for today and up to **180** days into the **future**, or surgeries scheduled for the previous **180** days.

2. Click the **Get List** button.



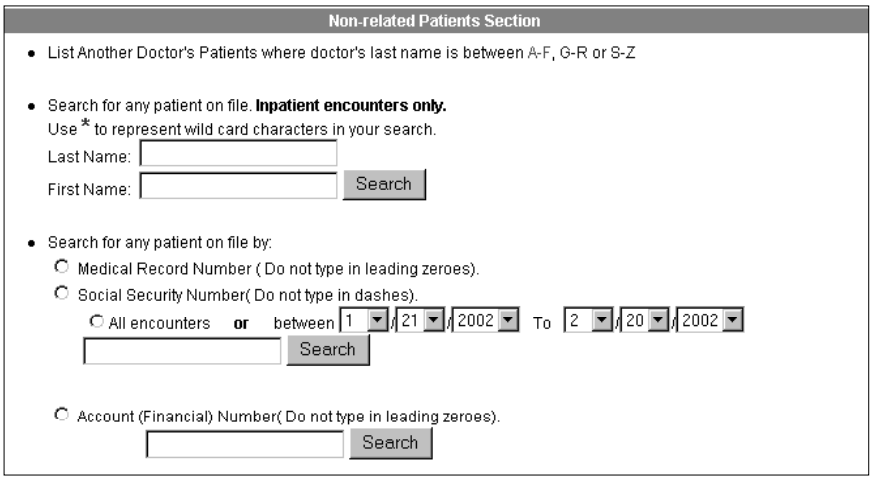
   - The **Surgery Schedule** screen will display.



Non-Related Patient Section

In the **Non-related Patients Section** of InfoClique, you will have three choices when searching for a patient:

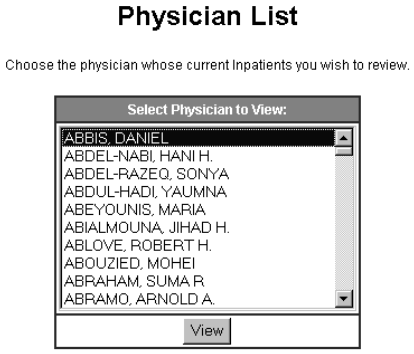
- Search non-related patients of another physician
- Search non-related patients by last name/first name
- Search non-related patients by MRN, financial number, or social security number


Non-related Patients Section
List Another Doctor's Patients where doctor's last name is between A-F, G-R or S-Z
Search for any patient on file. Inpatient encounters only.
Use * to represent wild card characters in your search.
Last Name:
First Name:
Search
Search for any patient on file by:
Medical Record Number (Do not type in leading zeroes).
Social Security Number(Do not type in dashes).
All encounters or between 1 / 21 / 2002 To 2 / 20 / 2002
Search
Account (Financial) Number(Do not type in leading zeroes).
Search

Notes

Searching Non-Related Patient Information by Physician List

1. Under the **Non-related Patient Information** section click on the appropriate letter range of the physician list you wish to view.



2. Select the **Physician** whose current inpatients you wish to review.

3. Click on the **View** button.

PATIENT INFORMATION			VISIT INFORMATION			PHYSICIANS	LINKS						
PATIENT NAME	SEX	DOB	LOCATION	ADM/DSCH DATE	TYPE	ATN/ADM/REF	DEMO	FLOW	DICT	ORDERS	RESULTS	MEDS	LABS
	F	10/08/1981 Age - 20 yrs	CHOB CHOB CV3 0309 01 LOS - 1.11	2/13/2002 11:34:00 AM	I	ATN-LELE ADM-LELE REF-ABU-SITTA	Demo	Flow	Dict	Orders	Results	Meds	Lab Cum
	F	11/27/1959 Age - 43 yrs	BGHS/DMH BGH BPRE LOS - -3.41	2/18/2002	I	ATN-ABU-SITTA ADM-ABU-SITTA REF-	Demo	Flow	Dict	Orders	Results	Meds	Lab Cum

4. Click the underlined option to view specific information for the patient.

   - The following information can be viewed on the patient: Demographic Information, Flow, Dictated Reports, Orders, Results, Medication and Labs.

Note: The view of patient data is set up the same as the Related Patient Information Section.

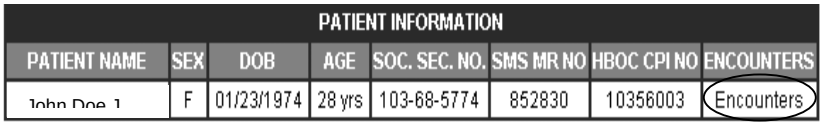
Notes

Search Non-Related Patient Information by Last Name/First Name

1. Under the **Non-related Patient Information Section**, type in the **Last Name or First Name** of the patient you wish to locate.

2. Click on the **Search** button.

3. Click on the **Encounters** link to view patient's Demographic Information, Flow, Dictated Reports, Orders, Results, Medication and Labs.



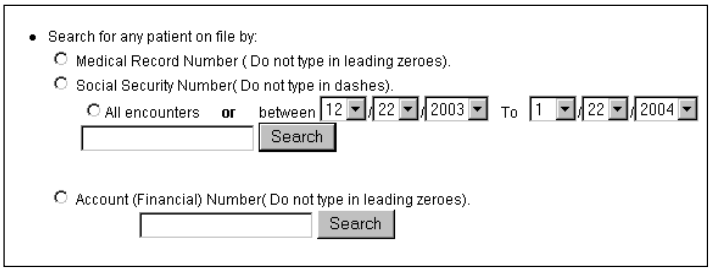
PATIENT INFORMATION							
PATIENT NAME	SEX	DOB	AGE	SOC. SEC. NO.	SMS MR NO	HBOC CPI NO	ENCOUNTERS
John Doe 1	F	01/23/1974	28 yrs	103-68-5774	852830	10356003	Encounters

Search Non-Related Patient Information by Number

1. Under the **Non-related Patient Information Section**, click the radio button of the field to search on.

2. Type in the **Medical Record Number, Financial/Account Number, or Social Security Number** to search for a patient.

   - If you view patient information by **Medical Record Number** or **Financial/Account Number**, you will have the option of viewing all encounters or specifying a date range.

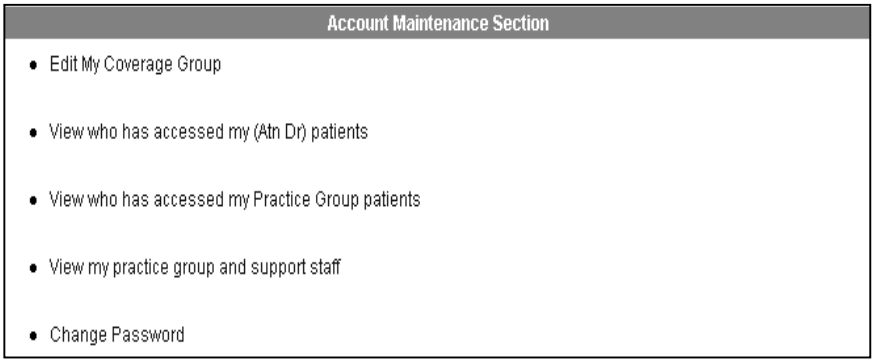

Search for any patient on file by:
Medical Record Number (Do not type in leading zeroes).
Social Security Number(Do not type in dashes).
All encounters or between 12 / 22 / 2003 To 1 / 22 / 2004
Search
Account (Financial) Number(Do not type in leading zeroes).
Search

3. Click on the **Search** button.

4. Click the underlined option to view specific information for the patient. You have the ability to view a patient's Demographic Information, Flow, Dictated Reports, Orders, Results, Medication and Labs.

Notes

Account Maintenance


Account Maintenance Section
Edit My Coverage Group
View who has accessed my (Atn Dr) patients
View who has accessed my Practice Group patients
View my practice group and support staff
Change Password

Edit My Coverage Group

Click the **Edit My Coverage Group** link under the **Account Maintenance** section to temporarily assign yourself to another physician's patients or to remove this coverage.

View who has accessed my (Atn Dr) patients

Click here to see who is looking up information on your patients (by attending physician).

View who has accessed my Practice Group patients

Click here to see who is looking up information on your patients (by practice group).

View my Practice Group and Support Staff

Click here to see a list of your practice group members and support staff.

Change Password

1. Click the **Change Password** link to reset your password.

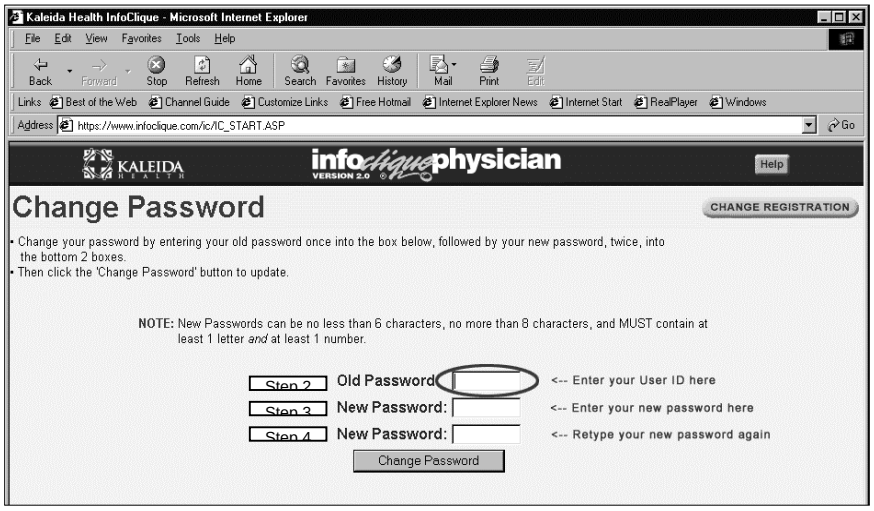
2. Type your User ID in the **Old Password** field and press Tab.

3. Type a new password in the **New Password** field.

   Passwords must be **6-8** characters in length and contain at least one number.

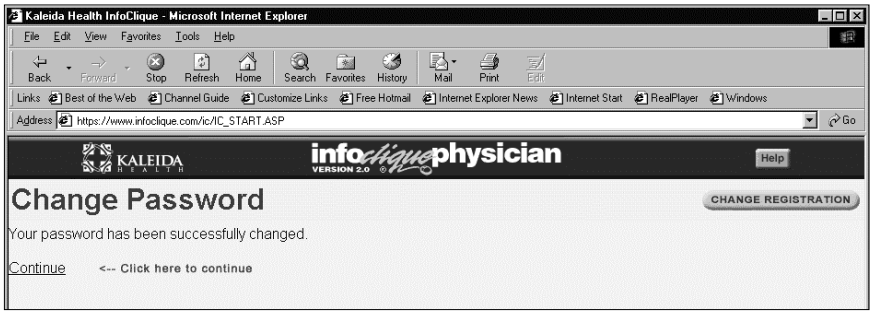
4. Retype your new password in the **New Password** field again.

5. Click the **Change Password** button after completing the three fields.


Kaleida Health InfoClique - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit
Links Best of the Web Channel Guide Customize Links Free Hotmail Internet Explorer News Internet Start RealPlayer Windows
Address https://www.infoclique.com/ic/IC_START.ASP
Go
KALEIDA HEALTH
infoclique physician
VERSION 2.0
Help
Change Password
CHANGE REGISTRATION
• Change your password by entering your old password once into the box below, followed by your new password, twice, into the bottom 2 boxes.
• Then click the 'Change Password' button to update.
NOTE: New Passwords can be no less than 6 characters, no more than 8 characters, and MUST contain at least 1 letter and at least 1 number.
Step 2 Old Password
<-- Enter your User ID here
Step 3 New Password:
<-- Enter your new password here
Step 4 New Password:
<-- Retype your new password again
Change Password

A message will display confirming that the password change was successful.

6. Click **Continue**.


Kaleida Health InfoClique - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit
Links Best of the Web Channel Guide Customize Links Free Hotmail Internet Explorer News Internet Start RealPlayer Windows
Address https://www.infoclique.com/ic/IC_START.ASP
Go
KALEIDA HEALTH
infoclique physician
VERSION 2.0
Help
Change Password
CHANGE REGISTRATION
Your password has been successfully changed.
Continue
<-- Click here to continue

For assistance with your password, contact the Kaleida Technology Assistance Center at **859-7777**.